

Training is mandatory for certain attorneys and representatives authorized under Administrative Protective Order (APO) as detailed below. Training is not required for *pro se* interested parties such as exporters, producers, importers and foreign governments, nor for those who have already attended a previous Release 3 Training session since March 1, 2014.

Release 3 of ACCESS introduces the following new features for E-Filers: lead attorney E-Filers may access business proprietary (BPI) documents released by the Department; lead attorneys may designate two E-Filers in their organizations to access BPI on their behalf (Proxy Users); new User Profile features; and new digest schedules.

E-Filers who are the designated lead attorneys on APO Service lists and E-Filers who may be designated as Proxy Users by the lead attorney to download BPI documents, must attend a training class or view the training recording.

The ACCESS team will hold online training classes on the dates and times below. Reservations are not required, but you should plan to attend a scheduled training class or view the training recording as early as possible so that you are able to retrieve a released document in a timely manner. Contact the ACCESS Help Desk at (202) 482-3150 or send an email to access@trade.gov to let us know to expect you, or if your plans have changed, so that we can conduct the sessions in the most efficient way possible. You are invited to attend additional sessions if you have lingering questions or concerns about Release 4 functionality.

Class Date (2019-2020)	Start time (EDT/EST)
October 08 (Tue)	11:00 am
November 22 (Fri)	2:00 pm
December 20 (Fri)	11:00 am
January 15 (Wed)	2:00 pm
February 13 (Thu)	1:00 pm

The training classes previously scheduled for February through April 2020 will no longer be held. Instead, a recorded training is available on the ACCESS site and can be viewed at any time. You may also view the training by clicking here:

[Training Recording Link](#)

When you have finished viewing the recording in its entirety, you may request credit for the training, and your profile will be updated to reflect that you have completed the training. You may request credit for the training here:

[Request Training Credit](#)

If you have any questions, please reach out to ACCESS Help Desk.